

# Oklahoma Employment Security Commission

Jon Brock, Executive Director



Frank Keating, Governor

## Representing Employers

George Ollie, Jr., Commissioner  
Ted Weber, Commissioner

Representing the Public  
Rev. W. B. Parker, Chairman

## Representing Employees

Mary Lowe, Commissioner  
DeWayne Goodman, Commissioner

## Oklahoma Employment and Training Issuance #20-2000

**TO:** WIA Board Staff

**FROM:** Eddie Foreman, Director

**DATE:** May 19, 2000

**SUBJECT:** Oklahoma's Interim Final Policy on Transfer of Funds

**PURPOSE:** To transmit policy regarding WIA Transfer of Funds effective on July 1, 2000

**ACTION:** Please distribute this issuance to appropriate staff and include it as part of your permanent records.

**INQUIRIES:** Questions and comments may be directed to your Planning Coordinator or Mike Clark at 405/557-539.

MF/jyg

## OKLAHOMA TRANSFER OF FUNDS POLICY

### I. PURPOSE

To transmit procedures for the transfer of funds from WIA Adult program to WIA Dislocated Worker program, WIA Dislocated Worker program to WIA Adult program.

### II. AUTHORITY

Section 133(b)(4) of the Act, and 20 CFR 667.140 permits LWIBs to transfer a percentage of funds allocated to local areas for a fiscal year.

### III. TRANSFERS ALLOWED

- An amount up to 20 percent of a program year allocated to a LWIB for adult employment and training activities may be transferred to the dislocated worker employment and training activities.
- An amount up to 20 percent of a program year allocated to a LWIB for dislocated worker employment and training activities may be transferred to the adult employment and training activities.
- LWIB's **may not** transfer funds to or from the youth program.

### IV. RESTRICTIONS

The transfer of funds cannot result in an overall deficit in any program. Once the funds are transferred, they become part of the total funds available in the receiving title/part. The transferred funds are subject to all of the rules of the receiving title/part, including cost limitations, and eligibility requirements. Expenditures associated with transferred funds are not tracked or accounted for separately; they are reported as part of the total available funds in the receiving title/part. Performance standards apply to titles and funds expended under those titles. Only current year funds may be transferred between titles, no carryover funds may be transferred.

The transfers must be completed by January 31<sup>st</sup> of each year and may be done only once per option during the program year. Funds may not be transferred to simply avoid recapture procedures or grant under/over procedures. Funds transferred to the adult employment and training activities or the dislocated workers employment and training activities will be a part of the base amount for determining compliance with Section 132(c) and 133(c) of the Act for reallocation of unobligated funds in excess of 20 percent.

## **V. REQUESTS**

Grant modifications to reflect these transfers must be made in accordance with existing state policy. There must be documented LWIB approval of the transfer.

A narrative description must be include using following format:

- Impact on jointly funded employment and training programs;
- Impact on existing agreements for the delivery and /or coordination of employment and training services;
- Impact on current LWIB employment and training systems;
- Changes in labor market conditions;
- The extent to which the proposed transfer improves the delivery of employment and training services;
- Comments from stakeholders and the public regarding the utilization of funds under the proposed transfer;
- Impact on the employment and training needs of eligible participants in the LWIB from which funds will be transferred.
- Usage of funds to be transferred and consistency of usage with local plans;
- The dollar amount and percentage of the transfer.

A financial category breakout must be included detailing the program to and from which the funds are being transferred; the increase and decrease for each program, and the increase and decrease for each cost category impacted by the transfer.

## **VI. APPROVAL PROCESS**

Requests for transfer of funds must be received by the Area Planning Coordinator on or before January 31<sup>st</sup> of each year. The Governor will approve or disapprove the request within 30 days for the request. The LWIB will be notified within 10 days after approval or disapproval. After approval, OESC will issue modifications and instructions within 10 days. Signed modifications must be returned to the Employment and Training Division, OESC, not later than 10 days from receipt of the LWIB.